



**City of Wildwood, Florida**  
**Development Services Department**  
 100 N. Main St., Wildwood, FL 34785  
 Tel: 352.330.1334 Fax: 352.330.1338  
 www.wildwood-fl.gov

<i>Staff Use Only</i>	
Case No.:	_____
Fee Paid:	_____
Receipt No.:	_____

## Small Scale Comprehensive Plan Amendment Application

Note: Small Scale Comprehensive Plan Amendment (SSCPA) will generally include changes to the Future Land Use (FLU) designation on a piece of property. To qualify for a small-scale amendment, the property must be ten (10) acres or less. A larger property within the Joint Planning Area (JPA) can also qualify as small-scale if the JPA Land Use is retained upon annexation.

**Contact Information:**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property and Project Information:**

**PROJECT NAME\*:** \_\_\_\_\_

\*A project name is required for all submissions. Please choose a unique name for your project.

Property Address: \_\_\_\_\_

List Parcel Number(s): \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

Current Future Land Use (FLU): \_\_\_\_\_ Proposed Future Land Use (FLU): \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

**Required Submittal Items:**

All below materials must be submitted in PDF format. **Note: PDF files MUST be labeled as shown below and numbered in the order they appear below. Failure to do so will result in a delay in processing your application.**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> A.0 SSCPA Application / \$2,575.00 Fee  | <input type="checkbox"/> B.1 Signed and Sealed Boundary Survey | <b>Additional Items (as applicable):</b>  |
| <input type="checkbox"/> A.1 Property Card Printout (Include Parcel ID)  | <input type="checkbox"/> B.2 Justification for Amendment       | <input type="checkbox"/> C.1 Environmental Assessment                                   |
| <input type="checkbox"/> A.2 Current Deed  | <input type="checkbox"/> B.3 Requested Future Land Use Map     | <input type="checkbox"/> C.2 Traffic Impact Analysis/Study                              |
| <input type="checkbox"/> A.3 Aerial Photo / Location Map Printout  | <input type="checkbox"/> B.4 Environmental Constraints Map     | <input type="checkbox"/> C.3 School Impact Analysis                                     |
| <input type="checkbox"/> A.4 Future Land Use Map Printout (If rezoning from a County zoning, provide a County FLU map)   | <input type="checkbox"/> B.5 Soil Map                          | <input type="checkbox"/> C.4 Florida Master Site File Sign-off or Archaeological Survey |
| <input type="checkbox"/> A.5 Zoning Map Printout (If rezoning from a County zoning, provide a County zoning map)   |  |   |
| <input type="checkbox"/> A.6 Legal Description (Microsoft Word format)   |  |   |
| <input type="checkbox"/> A.7 Signed, Notarized Authorized Agent Form (If application is being submitted by any person other than the legal owner(s) of the property) |  |   |

Note: All maps are required to depict adjacent properties at a minimum. Failure to provide adequate maps may delay the application process. Most maps are accessible through the Interactive Map at <https://www.sumtercountyfl.gov/105/GIS>. Legal descriptions MUST consist of a Microsoft Word file and must comprise the ENTIRE development.

Please describe your request in detail: \_\_\_\_\_

Required Data, Documents, Forms & Fees

Attached to this application is a list of **REQUIRED** data, documents and forms for each application type as well as the adopted fee schedule. These items must be included when submitting the application package. Failure to include the supporting data will deem your application package **INCOMPLETE** and will not be processed for review. Per Sec. 14-3 of the Wildwood Code of Ordinances, all charges for engineering plan review, site inspections/visits, and other engineering services deemed necessary shall be paid by the developer at cost.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_